

MONTANA SMARTER TEST ADMINISTRATOR CHECKLIST

	Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	1. Review all Smarter Balanced policy and test administration documents, particularly the <i>Test Administration Manual (TAM)</i> .	<i>TAM</i> , section 2.1	1–2 hours	Complete at least 2–3 weeks prior to testing.	
<input type="checkbox"/>	2. Review the training modules and attend school or district training sessions, if any are offered.	<i>TAM</i> , section 2.1	2–3 hours	Complete at least 2–3 weeks prior to testing.	
<input type="checkbox"/>	3. Show students the videos “What is a CAT?” and “What are Universal Tools?”	<i>TAM</i> , section 2.1	1 hour	Complete while spaced over 2–3 weeks prior to testing.	
<input type="checkbox"/>	4. Provide students with a walk-through of the Training Test and/or Practice Test for familiarity with navigation of the system and tools.	<i>TAM</i> , Appendix D	1 hour	Complete while spaced over 2–3 weeks prior to testing.	
<input type="checkbox"/>	5. Perform an equipment needs check based on individual student requirements. Work with the SC to identify students who will need specialized equipment for accommodations.	<i>None</i>	1–2 hours	Complete at least 2 weeks prior to testing.	Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.
<input type="checkbox"/>	6. Work with the SC to determine precise testing schedules based on the test administration windows selected by the school schedule. Make sure your students’ test	<i>TAM</i> , section 7.3		Complete at least 1–2 weeks prior to testing.	

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	administration schedule includes allowable breaks and time for the Classroom Activity prior to the performance task.				
<input type="checkbox"/>	7. Confirm that you have received your ART login information. You should have received an automated email from the Help Desk notifying you of how to log in to ART. You will also use this username and password for the Online Testing System.	<i>ART User Guide</i> , page 14	2–4 hours	Complete at least 1–2 weeks prior to testing.	If you have not received this information, please check your spam/junk email folder to see if it was mistakenly routed there. If not, check with your School Test Coordinator.
<input type="checkbox"/>	8. Work with your SC to ensure that each student has an SSID number and has been loaded into ART.	<i>ART User Guide</i> , pages 59-60	2–4 hours	Complete at least 1–2 weeks prior to testing.	
<input type="checkbox"/>	9. Confirm each student's test settings for designated supports and accommodations in ART against their IEP or other relevant documentation as appropriate.	<i>ART User Guide</i> , pages 71-72	2–4 hours	Complete at least 1–2 weeks prior to testing.	
<input type="checkbox"/>	10. Ensure that the open-source secure browser has been downloaded to any computer(s) on which students will be testing.	<i>TSM</i> , sections V and VI	1–2 hours	Complete at least 1–2 weeks prior to testing. <i>and again</i> Complete the day before testing or morning of testing.	Check with your SC or School Technical Coordinator if the [Secure Browser] icon is missing.

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<input type="checkbox"/>	<p>11. Communicate to students the need for headsets in order to take the ELA Listening portions of the assessment.</p> <p>Identify any students who may not have their own headsets and make arrangements with the school to have headsets available for those students. Counts should be determined prior to testing.</p> <p>Also have extra headsets on hand for students who may forget to bring theirs.</p> <p>Send reminders several days before and the day prior to testing to ensure students remember to bring headsets.</p>	None		<p>Make a count of needed headsets (vs students who have their own) at least 3 weeks prior to testing and tell your SC the number needed.</p> <p>Three days before testing, remind students to have their headsets available the day of tests.</p> <p>One day before testing, remind students to bring their headsets.</p>	<p>Administration of the ELA assessment will contain a listening portion. Students will need ear buds or headsets. Make sure your school has extras available for students who may need them on the day of testing.</p> <p>Have extra headsets on hand in case students forget.</p>
<input type="checkbox"/>	<p>12. All assessments will have CAT items plus a performance task (PT) with a Classroom Activity.</p> <p>a. Obtain the Classroom Activity from you SC and plan for the administration.</p> <p>b. Administer the Classroom Activity.</p>	TAM, section 9.2	<p>60 minutes planning the day prior to administering the PT</p> <p>30 minutes actual Classroom Activity administration time</p>	Complete the week of testing.	Administration of the CAT items plus a PT with a classroom-based activity will require advance preparations.

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<input type="checkbox"/>	13. Plan a quiet activity for each test session for students who finish early.	<i>None</i>	15–30 minutes	Complete the week of testing.	The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.
<input type="checkbox"/>	14. Prior to administration, check all computers that will be used and close all applications except those identified as necessary by the school's Technology Coordinator. Make sure that no computer has dual monitors. Work with your SC to set system volume prior to students launching the secure browser to ensure students can hear the audio portions of the ELA segment.	<i>None</i>	1–2 hours	Complete the morning of testing.	The TA should open the secure browser on each computer after closing any unnecessary applications.
<input type="checkbox"/>	15. Administer the Smarter Balanced assessments, following the script and directions for administration. Provide any necessary non-embedded designated supports and accommodations.	<i>TAM, section 10.1</i>		Complete the day(s) of testing.	Provide students with scratch paper for all test sessions. Also provide students in grades 6 and above graph paper for the mathematics assessments.
<input type="checkbox"/>	16. On the day of testing, verify that the students have their login information (first name, SSID, and session ID).			Complete the day(s) of testing.	

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<input type="checkbox"/>	<p>17. Review all guidelines for creating a secure test environment.</p> <p>Review all security procedures and guidelines in the TAM.</p> <p>Carefully read and sign a test security agreement if required by your state.</p>	TAM, section 3.0		Prior to and during day(s) of testing.	
<input type="checkbox"/>	<p>18. Make sure the physical conditions of the testing room are satisfactory.</p> <p>Make sure that no instructional materials directly related to the content of the assessments are visible.</p> <p>Students should be seated so there is enough space between them, or provide desktop partitions to minimize opportunities to look at each other's screen.</p> <p>Actively monitor students throughout the test sessions.</p> <p>Students who are not being tested may not be in the room where a test is being administered.</p>	TAM, section 3.0		Complete the day(s) of testing.	<p>Make sure students clear their desks and put away all books, backpacks, purses, cell phones, electronic devices of any kind, and other materials not needed for the test.</p> <p>Ensure that students do not access unauthorized electronic devices (such as cell phones) at any time during testing.</p>



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<input type="checkbox"/>	19. Report any testing improprieties, irregularities, and breaches to the SC and DC in writing immediately following an impropriety, irregularity, or breach.	TAM, sections 4.0, 5.0, and Appendix F		Complete as soon as possible during or immediately following testing.	
<input type="checkbox"/>	20. Securely dispose of all printed testing materials, including student login information, print-on-demand documents, and scratch paper in a secure manner.	TAM, sections 3.0 and 11.0		Complete after testing.	

Test Administrator	
Avoiding Security Breaches	
<input type="checkbox"/>	1. Store materials in a secure location when not in use.
<input type="checkbox"/>	2. Do not allow students to have access to technology which may be used to record, print, or otherwise expose test questions or stimuli to other students or outside sources at any time while test materials are present.
<input type="checkbox"/>	3. Do not give students access to secure test questions prior to testing or discuss test questions at any time.
<input type="checkbox"/>	4. Do not leave students unattended with testing materials or to take them unaccompanied to another location.
<input type="checkbox"/>	5. Store all test materials together to avoid misplacing or losing any. Immediately return them to their storage place after each session.
<input type="checkbox"/>	6. Do not copy or otherwise reproduce test materials.

School Coordinator / Test Administrator	
Standardized Testing Environment	
<input type="checkbox"/>	1. Instruct students to store all electronic communication devices, such as cell phones and headphones, before the test session begins. Inform students that they are not permitted to access any such devices until the end of the test session even if they finish before other students.
<input type="checkbox"/>	2. Do not allow students to have access to dictionaries, thesauri, or reference sources.



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| <input type="checkbox"/> | 3. Do not allow students to use calculators when not specified. |
| <input type="checkbox"/> | 4. Cover or remove bulletin boards, posters, or other instructional displays that could aid students during testing. This includes instructional items that are not available to all students taking the test such as graphic organizers or multiplication tables. |
| <input type="checkbox"/> | 5. Minimize distractions during testing, including intercom announcements |
| <input type="checkbox"/> | 6. Place "Do Not Disturb" signs on doors where testing is occurring. |
| <input type="checkbox"/> | 7. Make sure testing environment is comfortable and has appropriate lighting. |
| <input type="checkbox"/> | 8. Utilize testing proctors at a recommended ratio of one proctor to not more than 30 students. |

School Coordinator / Test Administrator	
Standardized Test Administration Procedures	
<input type="checkbox"/>	1. Maintain a positive attitude about testing before, during and after testing.
<input type="checkbox"/>	2. Allow students to take rest room breaks in advance of testing.
<input type="checkbox"/>	3. Check to see if all eyeglasses and/or hearing devices are working and being used, if needed.
<input type="checkbox"/>	4. Clear main/home screen of calculators both before and after calculator use sessions.
<input type="checkbox"/>	5. Make sure if a test session is started that it is finished in the same day, unless otherwise specified by OPI, the assessment manual, or a student's IEP.
<input type="checkbox"/>	6. Keep voice inflections neutral in the event a required and allowable test accommodation is to read portions of the test aloud.
<input type="checkbox"/>	7. Monitor students as they test.
<input type="checkbox"/>	8. Do not allow students to leave the room unaccompanied by an adult once the student has begun a session.
<input type="checkbox"/>	9. If a student asks a question, the test administrator may respond, "I'm sorry I can't help you; just do your best."
<input type="checkbox"/>	10. If a student is utilizing the scribe accommodation, scribe exact student responses, including incorrect responses, when scribing is a specified accommodation. Include all grammatical and punctuation errors when scribing answers to constructed response questions.
<input type="checkbox"/>	11. Transcribe exact student responses, including incorrect responses, when a student's test booklet has been damaged or an alternate format has been used (such as Braille).
<input type="checkbox"/>	12. Do not coach any students.



Contact Information	
Questions about the overall administration and state policies	Questions about technology and the overall administration procedures
Your State Education Agency Accommodations, Test Policy, Testing Irregularities Name: <u>Judy Snow</u> Phone: <u>(406)444-3656</u> Email: <u>jsnow@mt.gov</u>	School Technical Coordinator Name: _____ Phone: _____ Email: _____
Your Smarter Balanced State Lead Contact (in the event of a security breach or irregularity) Name: <u>Judy Snow</u> Phone: <u>(406)444-3656</u> Email: <u>jsnow@mt.gov</u>	School Test Coordinator Name: _____ Phone: _____ Email: _____
	System Test Coordinator Name: _____ Phone: _____ Email: _____
	Measured Progress Service Center: Phone: (888)792-2741 Email: montanahelpdesk@measuredprogress.org